



The State Universities Civil Service System strives to champion excellence in education and auxiliary programs by providing a comprehensive foundation of human resource practices and standards that facilitate the recruitment, retention, and development of a quality staff, in support of the teaching and research mission of each university and affiliated agency. We are committed to providing an environment of equal opportunity and access to all services and thereby establishing a foundation for each university/agency to fulfill their mission and each individual to reach their potential. We endeavor to build a quality of life that sets the standard for the nation.

Agency Legal Counsel

C.S. # 2255, Assistant Legal Counsel

The State Universities Civil Service System (University System) is searching for a full-time professional Legal Counsel with general knowledge of business, governmental, and university administration regulations and procedures. A background in human resources or employment/labor law is preferred. The applicant must have strong communication skills (speaking, writing, and legal expertise) to manage and coordinate all legal matters for the agency and their governing board. This position is directly responsible for the administration and development of all applicable Statutes, Administrative Rules, policies and procedures associated with agency operational requirements and regulatory standards. This position will oversee the regulatory employee discharge process for the statewide university system and will manage the compliance audit function for the agency. This position will provide research, interpretation, and analysis of Federal and State statutes, rules, regulations and case law for the agency and its governing board, and maintain agency compliance with State and Federal statutes. This position provides legal counsel to the agency governing board and serves as the agency ethics officer, FOIA coordinator, and Affirmative Action coordinator. This position will also work with the fiscal officer in matters related to the Illinois Procurement Code. Experience with dispute resolution and the state legislative process is desirable.

Qualifications

Applicants must have a Juris Doctor Degree, Admission to the Illinois Bar, and three years of experience in the practice of law, preferably in a university or higher education setting. Professional communication skills and capabilities in writing and speaking are required. Applicants must be proficient in basic computer and technical programs. Applicants must have experience in legal research, knowledge and experience with legal opinions, briefs, and cases for trial. Applicants must be available for in-state travel.

Salary

Salary will be commensurate with education level and experience.

Closing Date

For full consideration, application materials should be sent by November 5, 2015.

Application

Interested applicants should submit a cover letter and resume, which should include a detailed work history, educational background, a formal writing sample, and at least three references. Please also send a copy of current registration card from the Supreme Court of Illinois if available. Veterans should submit a copy of a DD-214 form for additional consideration. All application materials should be sent to: jobposting@sucss.illinois.gov

All information submitted will be thoroughly evaluated and verified. Copies of transcripts, certifications, licenses and/or DD-214 forms may also be required.

The State Universities Civil Service System is an Affirmative Action/Equal Opportunity Employer.